

**APPENDIX Q**  
**ARCHITECT-ENGINEER CONTRACT ADMINISTRATION SUPPORT SYSTEM**  
**(ACASS)**

1. Introduction. ACASS is an automated database of A-E qualifications, DoD A-E contract awards, and A-E performance evaluations. It is maintained and operated by the Contractor Appraisal Information Center (CAIC) with the Contracting Division of the Portland District. ACASS is primarily used by DoD agencies, but other Federal agencies may transmit evaluations to ACASS and access information in ACASS.

2. Regulatory Basis.

a. ACASS fulfills the following FAR requirements, thereby eliminating this responsibility for individual offices:

(1) FAR 36.603 (a) and (b) to maintain SF 254 files on firms wishing to be considered for Government contracts.

(2) FAR 36.603(c) to classify each firm with respect to location, specialized experience, professional capabilities and capacity.

(3) FAR 36.603(d)(1) to encourage firms to update their SF 254 annually.

(4) FAR 36.603(d)(3) to maintain records on contract awards in the past year.

(5) FAR 36.603(d)(4) to maintain performance evaluation files. (The original copy of all performance evaluations must still be maintained in the official contract file).

(6) FAR 36.604(c) to distribute performance evaluations to all contracting offices.

b. ACASS use is directed by the DFARS as follows:

(1) DFARS 236.602-1(a)(4) directs that A-E evaluation boards use performance evaluations from ACASS. (ACASS is not referred to by name in the DFARS but as the central data base operated by the U.S. Army Engineer Division, North Pacific. The CAIC has since been transferred to the Portland District.)

(2) DFARS 236.602-1(a)(6)(A) requires that the volume of work awarded by DoD in the previous 12 months be considered in A-E selections and that this data be obtained from ACASS.

(3) DFARS 236.604(c)(i) requires that all DoD agencies forward A-E performance evaluations to ACASS.

3. Description. ACASS has three parts:

a. Part I, A-E Qualifications. This part contains data from SFs 254, with the exception of block 11 (Project Examples, Last 5 Years). SFs 254 are submitted directly to the CAIC by A-E firms and by contracting offices when received from firms. The data is entered into the database by the CAIC. A copy of the data as entered is sent to the firm for verification. If 13 months have elapsed since a firm has updated its SF 254, the CAIC sends a reminder letter. If a response is not received within 3 months, the firm's SF 254 data is removed from ACASS. However, the firm's name, address and identification number are retained for 6 years, or longer if any records relating to the firm are in Parts II or III of ACASS.

b. Part II, DoD A-E Contract Award Data. This data is obtained electronically from the Defense Contract Action Data System (DCADS; DFARS 204.670-2 and 3) and is updated monthly. Contract award data is retained for 3 years after receipt from DCADS.

c. Part III, Performance Evaluations of A-E Contractors. Performance evaluations are transmitted electronically from contracting activities to ACASS using a special software program. An evaluation is retained in ACASS for 6 years after the date of the reviewing official's signature in accordance with FAR 36.604(c).

4. Usage.

a. Instructions. The CAIC issues instructions on accessing and using ACASS.

b. Interactive Procedures. Obtaining information from ACASS is performed by answering a series of interactive questions. Data on specific firms are retrieved by means of firm identification numbers ("ACASS Number") assigned by the CAIC. If a number is not known, it can be found by means of an interactive search procedure available from the ACASS main menu. The primary types of information obtainable from ACASS are:

(1) SFs 254, DoD contract award data, and performance evaluations can be retrieved via the ACASS intranet, or by batch queries. Firm information may be retrieved in the form of a one-line summary for a quick overview in lieu of a full report. Evaluations may be retrieved by contract number, firm name, ACASS number, or activity code. Search results may be further limited to a specific evaluation date range. The batch query mode also has the capability to retrieve data for up to 40 specified firms in one query.

(2) A set of criteria based on SF 254 data can be queried to find firms with desired qualifications. This satisfies the requirement of FAR 36.603(c) for classification of firms.

(3) A list of firms (maximum of 40 in one batch query) can be compared to a set of criteria to determine which firms meet the criteria.

c. Reports. Several reports are available from ACASS. These reports are for various sorts of contract award data, including awards to SB and SDB firms (batch query), and for summaries of performance evaluations by office (batch query and intranet). The latter is useful for offices to verify that evaluations have been prepared and transmitted to ACASS.

d. Access and Release of Information. ACASS access and use shall be limited to Federal Government agencies only. SF 254 data and performance evaluations shall be released only to the respective firm and Government contracting offices having a bona fide need for this data.

e. Assistance. USACE offices may contact the CAIC for assistance, as follows:

U.S. Army Engineer District, Portland  
ATTN: CENWP-CT-I  
P.O. Box 2946  
Portland, Oregon 97208-2946  
Telephone: 503-808-4590 or 4591  
Facsimile: 503-808-4596